

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
February 16, 2009**

**PRESENT:** TOM CLOW, CHAIRMAN; WENDY CLARK, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Frank Campana, Chuck Metcalf, Jan Snyder

**7:00 p.m. Chairman Clow called the meeting to order.**

**COMMITTEE ITEMS** – Mr. Chuck Metcalf said he wants to make the Board aware of what PARC is planning to do this spring. They are working on two projects with both projects to be funded out of the Capital Reserve and not the operating budget. Mr. Metcalf said the updated cost from Vermont Tennis to get the tennis courts repaired is \$6,166. They will not be completely tearing out what is there, but will tear out cracks and fill them and paint the regulation lines. PARC has not decided if they will be purchasing new nets or if the old ones will be put back in place. Mr. Metcalf said he has booked Vermont Tennis to do the repair, the money is in the fund and he needs approval from the Board. The second project is the boat ramp at Chase Park and is a time sensitive project. Part of the cement is up 6-7 inches from the rest of the boat ramp. They would like to repair it before the water level goes back up so they can repair it in place. As long as they are not in the water and just repairing what is there before the water comes up there will be no permit needed, if done in the water the permit process is extensive. Mr. Metcalf wants to line up the repair now to be ready, with the funds to come out of the Chase Park Fund. Selectman Kurk questioned how long the repair on the tennis courts will last. Mr. Metcalf said 7-10 years. Selectman Kurk asked what it entails to repair the boat ramp and who would do it. Mr. Metcalf is unsure and said they are looking into the best options. Selectman Kurk said to do the repair before the water goes up would be wise and said this has been a problem for quite some time. Selectman Butt said according to the information he has there is \$28,000 left in the Chase Park Fund. Selectman Butt asked for an estimate on the repair of the boat ramp. Mr. Metcalf said he is unsure at this time but he said they don't want to deplete the fund. Selectman Butt asked what the process is to get someone in to evaluate the boat ramp. Mr. Metcalf said someone is looking into different companies. Selectman Butt said there is \$22,000 in the Recreation Development and Improvement Fund and after the tennis court repair it brings it down to \$16,000.

Selectman Butt said there is a request to have \$18,000 placed into the fund on the warrant for a specific project. Mr. Metcalf said if the money is approved in March, they will move forward. Selectman Butt said at the time this was brought up it was to gain year round access to the Woods property conservation area; at Bolton Park; unsure whether it was going to be fenced or posting done. Mr. Metcalf said they were looking into swinging gates, but there is still work to be done on the design for that project. Mr. Metcalf said there is currently a gate at the Rt. 114 entrance because they have no way to prevent vehicles from driving on the fields. Mr. Metcalf said they are looking at having 2 gates to close access and possibly installing guardrails to keep 4x4 vehicles off the fields. Selectman Butt feels not having access to the parking area would not be beneficial. Selectman Butt feels they need to discuss options with Mr. Knapp to determine serviceable areas to plow for parking. Chairman Clow said there is a lot of parking at the top. Selectman Kurk asked if they have any idea how many cars will park there at any time in the winter. Selectman Butt feels it could possibly be a popular area for sledding. Selectman Kurk asked if there will be

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police patrolling. Selectman Butt said they are discussing surveillance. Selectman Butt said many people have invested in the area and buildings being donated as well and feels they need to offer protection. Selectman Lacasse asked if they put these projects out to bid. Mr. Metcalf said with the tennis court there are not many options and with Chase Park they need to figure out who they need to be talking to. Selectman Lacasse said with the times, you can get some competitive bids. Select Butt mentioned tennis court resurfacing fund still have a \$1,300 balance. Mr. Metcalf said their intent is to zero it out. Selectman Kurk asked about money put into the CIP last year to resurface the tennis courts. Mr. Metcalf said there was a mix up with that, they put in a request for a certain amount and then it was reduced and there was not enough money. Chairman Clow said after it was reduced it was \$6,000. Mr. Metcalf said when the lights came down on the tennis courts the town received an insurance check for \$2,200. Mr. Metcalf said they never spent the money. Selectman Kurk would like it checked into. Mr. Metcalf asked the Board if they should move forward on both projects. The Board said to move forward. Selectman Butt wants to make sure the Master Plan is utilized when doing any work at Bolton Field. Mr. Metcalf will review the plan. Chairman Clow said the Master Plan opened the doors for the donations they are seeing now at Bolton Field.

### MANIFESTS

**Chairman Clow moved, Vice Chairman Clark seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated February 19, 2009. Passed 5-0-0**

Accounts payable	\$350,971.78	(John Stark \$250,000)
Gross Payrolls	<u>\$38,457.30</u>	(includes Spec Detail, Credit Union, Taxes)
Total	\$389,429.08	

Chairman Clow said there is a payment for the Lawn Care contract in the Manifest, the contract has not been approved yet, but is ready to be signed tonight.

### MEETING MINUTES

**Selectman Kurk moved, Selectmen Lacasse seconded to approve the minutes of January 12, 2009 as amended. Passed 5-0-0**

**Selectman Kurk moved, Selectmen Lacasse seconded to approve the minutes of January 14, 2009 as amended. Passed 4-0-1**

**Selectman Kurk moved, Selectmen Lacasse seconded to approve the minutes of January 19, 2009 as amended. Passed 5-0-0**

**Selectman Kurk moved, Selectmen Lacasse seconded to approve the minutes of February 2, 2009 as amended. Passed 4-0-1**

**Chairman Clow moved, Selectmen Lacasse seconded to approve the minutes of February 9, 2009 as written. Passed 4-0-1**

**COMPLETION OF EMPLOYEE EVALUATIONS** – Chairman Clow said there are some employees who have not yet had their evaluations. Selectman Kurk asked what happens with Evelyn Connor's evaluation. It was discussed hers should be treated like all other employees. The Board discussed they need to do evaluations for Merry Rice, Malcolm Wright, Carl Knapp, Evelyn Connor and Chief Begin. The Board discussed they do not review the Police and Fire Departments. Selectman Butt feels comfortable reviewing these employees in a narrow field. Chairman Clow said they should block out time for a non public on March 2nd. Selectman Lacasse said the employees should be doing a self evaluation to include goals for the year. Selectman Lacasse said he will be looking to do this next year. Chairman Clow said the year they asked for 3% increases across the board it was because of inconsistencies in the evaluation process.

**LAWN CARE CONTRACT** – Chairman Clow said the contracts have been approved by the Fire Department, PARC and Cemetery. The BOS signed the lawn care contract.

**TOWN REPORT AND MAILER** – Selectman Butt wants to make sure the Board is all aware of the minutes from the Deliberative Session not being included in the Town Report. This elimination brings the printing cost down

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\$1,200. Selectman Butt said the minutes are 40 pages. Selectman Kurk asked if the estimated cost they have in the budget has risen. Selectman Butt said no. Selectman Kurk said the minutes of the Deliberative Session should be in the archives. Selectman Butt said the BOS does not approve the minutes from the Deliberative Session. Selectman Butt said he has some reservations in eliminating the minutes after doing some research. Selectman Kurk said there are people who look at the Town Report before they go to the polls and were not at the Deliberative Session. It was discussed the minutes that are included are the Deliberative Session minutes from the year of the report. Selectman Butt said even though the money has been put in the default it does not mean they have to spend it. Selectman Butt said they would be departing from tradition; the minutes of the Deliberative Session would still be available to the public online on the town website and in the Town Clerk's Office. Selectman Lacasse asked if they will be getting the draft minutes from the Deliberative Session they just had. The Board will review the minutes. Selectman Butt said the only thing in the Town Report from the current year is the warrant. Selectman Kurk said it bothers her that they don't have the auditor's report in time to include it in the Town Report. Selectman Butt said they could print up 600 without the Deliberative Session minutes. Selectman Kurk would like to see one in the Library with the minutes included. Selectman Butt said he did make provisions to put the minutes back in. Selectman Butt said the School only prints out 400 copies. Selectman Kurk asked if the Town Report would be on the town website. It was discussed it could be. The quote this year is based on 1,200 copies. Selectman Butt would like to take the minutes out to save the town money. Selectman Butt said keeping the same quantity but removing the minutes saves \$1,200; reducing the number of reports printed to 600 would save up to \$1,000. Selectman Kurk said to keep it at 600 copies, place copies at the Safety Complex, Library and Town Offices and see what is remaining and base that for next year. The Board agreed to go with 600 copies. Selectman Butt said the Town Report will be dropping in price for printing.

**SURVEY OF STAFF TECHNOLOGY SKILLS** – Selectman Butt said during the process of receiving the information from departments for the Town Report and Town Mailer he noticed that not all employees are using the software available to them on their computers. The purpose of this survey was to determine where employees were at in utilizing computer software and identify their level of proficiency. The survey asks them what software they use as part of their normal jobs. Selectman Kurk said the survey should ask employees what they would like or need more training in. Selectman Butt will carry this survey out with the Board's approval and will distribute to employee's and ask for it to be back within a week.

The Board discussed holding staff meetings and feel there should be a staff meeting on the Tuesday morning following a BOS meeting. Vice Chairman Clark said currently they should hold a meeting once a month until they get a Town Administrator and then hold them after every BOS meeting. Selectman Kurk said they should have them now more than ever, for the staff it is important to have the meetings twice a month.

**QUESTION AND ANSWER NIGHT ON WARRANT** – Chairman Clow discussed holding a coffee hour from 6-7 p.m. and call in questions from 7-8 p.m. on Monday, March 2nd. Selectman Kurk will handle the advertising and will arrange to have someone answering the phone.

**TIMELINE AND POLICY ON APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES** – Chairman Clow said they were discussing appointments at a Planning Board meeting and he brought up that the BOS was working on a policy for appointments. A question came up that if a person was being reappointed to a board they already sit on does the BOS still want them to come before them. Selectman Butt and Selectman Lacasse said yes. Chairman Clow said the policy is still in draft form. Chairman Clow said during March they can discuss the process and have everything in place for April 1. Chairman Clow mentioned they need to discuss how they can recruit for empty positions. Selectman Butt said it is a good idea because they don't always hear from all committees and this would help them get a consensus on what is going on. Selectman Kurk feels they need to have questions that they ask volunteers. Chairman Clow said there are basic questions to ask.

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**CORRESPONDENCE** – Chairman Clow mentioned having Administrative Report / Board Members on the agenda for information the Board members need to bring forth. i.e., Chairman Clow mentioned furnace issue at the Stone Building, which is now corrected.

Chairman Clow said they have a Right to Know request for a copy of any and all state fines regarding filing state reports in a timely manner. Chairman Clow said he does not recall any fines in the past 3 years.

Chairman Clow said he will be sending a letter to all department heads, commissions, and boards inviting them to a meeting on March 4<sup>th</sup> at 7:00 p.m. at the Town Hall to discuss the process they will be using to select a new Town Administrator and to get their input.

Chairman Clow said he replied to a letter they received from the Fire Chiefs of New Boston, Goffstown, Henniker and Dunbarton inviting them to come to the March 16<sup>th</sup> BOS meeting to discuss their concerns of responding to mutual aid for Weare emergencies.

Chairman Clow said the Computer Fund has a lot of money going out of it and the Government Building and Maintenance Fund does for electrical bills. Chairman Clow said the electrical bills are for emergency lights and exit signs and to repair a light in the hallway. This work was initiated through Fred Ventresco with Paul Bessy; there is a bill for the Town Garage for \$2,133 and Weare Center Fire Station for \$34. Chairman Clow said there have been many electrical bills prior to these. Chairman Clow said they received a letter from the computer company about moving the server. Selectman Kurk said in speaking with Chip Meany there is a room with a closet downstairs that stays cool to relocate the server to.

Chairman Clow said they received a letter from the Society of Protection of NH Forest, addressed to the BOS and Mildred Hall committee members, asking for the remainder of the money that was pledged towards the Brown Conservation. Chairman Clow said the request was for \$31,000, as of 11/08 \$13,008.50 was paid and they are requesting the remaining \$17,991.50. Chairman Clow said the Mildred Hall Committee will need to follow through because the BOS already approved it. It was discussed the Board approved the \$30,000 and then they came back to ask for more for closing costs. This has to go through the Trustees.

Chairman Clow said they received a letter from someone requesting abatement because their trailer was not at the location for the entire year. This needs to go through Diane Lamb.

Selectman Kurk thinks it is appropriate to send a thank you note to Sherry Burdick for the work she has done in overseeing the work done on the Town Hall and Stone Building.

Selectman Kurk hopes everyone received the Legislative Bulletin from LGC. Selectman Kurk feels it is important for someone to pick up when she leaves the Board. She has sent letters to Representatives to ask them to speak against downshifting to local government.

Selectman Kurk said they need to establish a committee for the 250<sup>th</sup> anniversary of the Town of Weare.

Selectman Butt spoke of volunteer recognition and said the more he thinks about it, the more they are slighting other people. He is worried about offending other people, who are not thanked publically. Selectman Butt said the Town Report is for recognizing employees or people who have passed on not for recognizing volunteers. Selectman Butt said they don't have anything in place where they sit down and recognize volunteers; he thinks they need to be recognized by a group, not individually. Selectman Kurk said there are some people who go beyond what was expected of them. Selectman Butt said they have not even sent a letter to the Fire Chief recognizing his years of service. Selectman Butt feels the Town Report is not for recognizing volunteers. Selectman Kurk said people liked to be thanked for the work they do. Selectman Butt said it is hard to thank one without thanking the other and is afraid of volunteers being overlooked.

Chairman Clow said they need to pick a date to establish parameters for setting up a committee for the 250<sup>th</sup> anniversary. The discussion will take place at the second regular meeting in April.

Selectman Kurk reminded the Board they could utilize the prison workers for projects. They can go through Don Burke for contact information. Selectman Lacasse asked if they have a list of projects that they need to have done.

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Chairman Clow said it should come from the Building Committee. Selectman Lacasse will bring this up for discussion with the Building Committee.

Selectman Kurk asked if they ever got the amount left over from last year's budget. Chairman Clow said not the exact amount.

Selectman Kurk asked if the Chamber of Commerce was contacted to host a candidate's night. Chairman Clow said he has not got to it yet. The Board of Fire Wards is the only contested election.

Selectman Kurk asked about the landscaping for Margo's Garden. Chairman Clow said there is a difference in opinion from the Trustees on whether the money should come out of that fund. Selectman Butt mentioned the Trustees criteria being something that is not being raised by taxation. Chairman Clow said to put in the request.

Selectman Kurk mentioned they had discussed sending a positive letter to the Fire Marshall regarding the town's progress. Selectman Butt said they need to get the Fire Commissioner to do a draft. Selectman Butt still sees the difference in opinion with the access to the corridor upstairs. Chairman Clow said Mr. Chip Meany's thoughts were placing sheet rock over the inside of the window that is over the fire escape.

Selectman Kurk read in the Town Report that they have a report from the Fire Department for various calls, but they do not know how many calls Weare has been on for other towns. Chairman Clow feels it would a healthy part of the discussion. Chairman Clow said in the letters sent to the surrounding Fire Chiefs he has asked for these records.

Selectman Kurk said the files in the Town Administrator's office have to be moved into the small room between the Town Administrator's office and the Finance Administrator's office. Selectman Kurk mentioned moving the furniture around in the Town Administrator's office and adding a small table.

Chairman Clow said when the Governor talks about stimulus money he does not know how this would effect towns. Selectman Kurk said Mr. Knapp did put in for some of these funds. Selectman Kurk said the schools could become federally funded and she is concerned with increases in resident's taxes but not an increase in services. Chairman Clow said as this goes through the process in Concord then there will be many comments from towns. Selectman Kurk said not if they don't tell them not to downshift. Chairman Clow said losing the rooms and meals tax money would affect them; if that money is not there it would have to be raised through taxation. Selectman Kurk also mentioned the state cutting the money for the Everett Dam. Chairman Clow said Selectman Kurk is asking that the BOS has a voice to let the Representatives know that the state funding problem should not be solved by raising their local taxes. Selectman Lacasse said Selectman Kurk is saying without hearing from Boards of Selectmen then the State will downshift.

Vice Chairman Clark told the Board the elevator is out of compliance in the safety check.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:52 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:10 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:11 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:14 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 10:15 p.m. pursuant to the authority granted in RSA 91-A:3II (a&3). A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

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**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:45 p.m. A roll call vote was taken, Selectman Butt – yes; Vice Chairman Clark – yes; Selectman Kurk – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**ADJOURNMENT @10:48PM**

A True Record.

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Cherry Palmisano, Recording Secretary